

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2105

TITLE: CLERK-BOARD OF SUPERVISORS

GRADE: E-01

DEFINITION:

Under direction and in accordance with policies and procedures established by the Board of Supervisors, the County Executive and State law, to perform responsible supervisory legal and administrative work in support of the Board of Supervisors; and to do related work as required.

TYPICAL TASKS:

Attends regular and special meetings of the Board of Supervisors to present matters on the agenda and to ensure that all official actions are recorded;
Ensures that adequate staff and equipment are available for all Board meetings;
Manages office staff involved in preparing for Board meetings and for recording, transcribing, distributing and maintaining accurate records of all Board proceedings as required by the Code of Virginia;
Establishes policies, procedures, and formats for all office functions;
Ensures that all office functions are carried out in accordance with County, State, and Federal law, and Board policy;
Prepares and monitors the annual budget for the Clerk's office and the Board of Supervisors;
Prepares monthly reports;
Prepares legal advertising for Board of Supervisors' public hearings;
Approves all payroll and personnel actions for agency staff;
Prepares documents and correspondence for individual members of the Board.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the procedures followed by the Board of Supervisors;
Ability to plan, organize, and complete work within stringent deadlines;
Thorough knowledge of the agencies funded by Fairfax County;
Knowledge of the rules of parliamentary procedure;
Ability to organize, summarize and paraphrase extensive and complex testimony into clear and concise minutes;
Effective oral and written communication skills;
Ability to establish and maintain effective working relationships with associates and the general public.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited college or university with a Bachelor's degree in public administration, business administration, business management or a related field, plus three years of responsible public sector work experience, including one year of supervisory experience.

REVISED: November 15, 1990

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